

HOW TO CONDUCT A MEETING



How to Conduct a Meeting

STANDING ORDERS AND RULES OF DEBATE

PARLIAMENTARY PRACTICE

EXPLAINED AND ADAPTED FOR
THE USE OF LOCAL GOVERNING
BODIES, LABOUR ORGANIZATIONS,
FRIENDLY SOCIETIES, SPORTS ASSO-
CIATIONS & DEBATING SOCIETIES

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PREFACE

THE first regularly constituted Parliament took place in the reign of Henry III, 1265, which is the date of established representation of the people in a House of Commons, although there had been Parliaments of a less perfect kind prior to that date.

An eminent poet referring to England speaks of a land "Where Freedom broadens slowly down from precedent to precedent." The Parliamentary Practice of to-day is founded on precedent. It is the product of centuries of experience, and its evolution still continues. It is a comprehensive thing; for, besides providing the procedure necessary for the conduct of the business of Parliament, and the communication of Parliament with the Throne, it defines and guards the privileges of the representatives of the people.

The practice of the Imperial Parliament as followed in the House of Commons is now adopted throughout the British Dominions, and so much of it as can be usefully employed in less important assemblies is set forth in these pages, in the hope that it may be found to be an improvement on

the somewhat irregular manner in which their proceedings are often conducted.

It may be pointed out to those who assume, through imperfect knowledge, that Parliamentary Practice is slow and cumbersome in its operation, that it is, in reality, the quickest and most orderly method which civilization has been able to devise, that however moderate may be the progress made at certain times, it is accelerated at other times to such an extent that it demands the closest and most alert attention. In both instances the business is being surely and steadily despatched.

Having on many occasions, in meetings comprising various grades of intelligence, successfully adapted Parliamentary Practice to the requirements of the meeting, and having been urged to publish something on the subject, I am encouraged to believe that this little book may prove to be a useful one.

JOHN RIGG.

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PART I

HOW TO CONDUCT A MEETING

THE CHAIRMAN

EVERY meeting must have a chairman. In Municipal Councils the mayor is the chairman; and in other local governing bodies, the chairman of the local body presides. A public meeting may elect its chairman, should it desire to do so. In societies and other organizations which are governed in accordance with rules previously adopted, it is generally provided that the President shall be the chairman of all meetings of the organization.

The principal qualifications of a chairman are tact, firmness, and impartiality. Any person possessing these qualifications may, by study and experience, acquire such others as may be necessary to fit him for the position.

As the orderly conduct of a meeting is essential to the proper consideration and despatch of its business, the selection of a capable person to occupy the position of chairman, is a matter of special importance.

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The chairman should be able to decide promptly all questions of order or procedure. When required to rule on questions or matters that may necessitate research, or time to consult authorities, he should ask for the time necessary to enable him to do so, and give his ruling as soon as possible thereafter.

As a rule, a chairman has to give his decisions without taking time for reflection; consequently, he sometimes makes mistakes. He should not, however, allow the fear of making a mistake to affect his self confidence; for it is generally admitted that unintentional errors are unavoidable, and they will be overlooked by those who are satisfied as to his impartiality.

An impartial chairman soon gains the confidence and goodwill of those over whom he presides; these being established, he will invariably get a majority to uphold his rulings should they be disputed.

It is necessary that the chairman should understand that, in order to control others, he should be able at all times to control himself.

The psychology of meetings is an interesting study, but it is little understood; for most people it has no existence. Every chairman, by experience, learns that a meeting has its moods and impulses the same as an individual. He may find, also, that his own behaviour and humours are reflected by those over whom he presides.

If the chairman be apathetic, negligent, frivolous,

or irritable, the meeting will lose interest in the proceedings, confusion will arise, stupid jokes be made, or serious disorder may occur. A modest and dignified bearing is the correct one; it will be found the best on all occasions.

It is the duty of the chairman to maintain order, and to see that due respect is paid to the chair. He should listen attentively to everything that is said, so as to be able to confine the debate to the question under consideration, to check undue and tiresome repetition, and to rule promptly on questions of order. He should, also, demand the immediate withdrawal of expressions that are offensive, or which may be regarded as likely to give offence.

Offensive expressions are, in their nature, verbal bombs, and do much harm when they explode. In warfare, the explosion of a bomb is prevented when the fuse is extinguished; and an offensive expression used in a meeting may be rendered harmless in a similar manner. When the chairman promptly orders the instant withdrawal of an offensive expression, he extinguishes the fuse and the bomb does not explode.

A member refusing to withdraw offensive or objectionable words when ordered to do so by the chairman is guilty of disorderly conduct.

On default of the chairman, a member who considers offensive certain words used in the debate may move, "That the words be taken down."

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This is a motion that must be moved at once or when the member using the words has resumed his seat, but before any other member addresses the chair.

When a motion, "That the words be taken down," has been moved, the chairman ascertains if that is the wish of the meeting. Should the meeting decide that the words shall be taken down, the chairman gives the necessary order to the clerk or secretary, or takes down the words himself. Any one whose words have been taken down is held to be guilty of disorderly conduct and is punished accordingly. (See BREACHES OF ORDER.) This is a method of dealing with objectionable words that cannot, of course, be employed in public meetings.

It is the duty of the chairman to rule out of order all motions or proposed amendments which do not deal directly with the business then before the meeting, and in meetings of properly constituted bodies the chairman rules out of order all questions that do not comply with the rules of the organization.

Motions or amendments ruled out of order at one stage of the proceedings may be in order if moved at a subsequent stage; and the chairman should, when necessary, explain this to the meeting. Even motions that deal with questions not connected with the purpose for which the meeting was convened may be moved, if leave to do so

be asked for and granted by the meeting. Leave being granted, the consideration of such a motion takes place at a time to be agreed upon.

A question must be submitted to the meeting in regard to each motion or amendment that has been proposed and seconded.

As the chairman in "stating" or "putting" a question to the meeting has sometimes to repeat the word "question," and this repetition may lead to a confusion of ideas, some explanation in regard to it may be necessary. Before any matter can be decided it must be submitted to the meeting in some form or another, and the meeting must be asked the question whether it is in favour of or against it. The form used is either that of a motion or an amendment, and the question asked is, in reality, "Are you in favour of it?" or "Are you against it?" The words used in Parliament are different, but they mean the same thing. They are, "As many as are of that opinion will say, aye." "As many as are of the contrary opinion will say, no." There should be no confusion of ideas, if it be remembered that the motion is the subject of one question, and the amendment is the subject of the other question.

When a motion has been moved and seconded, the chairman "states" the question in this manner ;

"The question is" (reads the words of the motion). In Parliament this is called "proposing a question

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from the chair," for the reason that the Speaker is not putting the question to a vote, but merely stating it so that members may understand the subject on which they shall be called upon to vote.

When an amendment to a motion has been moved and seconded, the Speaker "states" the question in these words :

"The original question was (reads the words of the original motion). Since when, it is proposed by way of amendment (explains the amendment). The question now is" (states the new question according to the nature of the amendment—see MOTIONS AND AMENDMENTS).

The Speaker is said to "put" the question when he proceeds to take the vote thereon. It is "put" in this manner :

The Speaker repeats the question in the same words that he has used in "stating" it, and adds these words : "As many as are of that opinion will say, aye. As many as are of the contrary opinion will say, no."

Having taken the voices "aye" and "no," the Speaker declares, according to his opinion, whether "the ayes have it" or "the noes have it."

The opinion of the Speaker, if it meets with the approval of the meeting, is regarded as final ; he declares accordingly "the ayes have it" or "the noes have it." But any member who disagrees with the opinion of the Speaker may call

for a division and have the votes recorded. (See DIVISIONS.)

The most dignified method of "putting" the question is that previously mentioned: "As many as are of that opinion will say, aye. As many as are of the contrary opinion will say, no." It is sometimes found in practice that this method is too deliberate, especially when matters of minor importance or matters of detail are being dealt with, and a number of questions have to be put from the chair in succession. On such occasions it will be found advisable to use a shorter formula, such as, "In favour say, aye." "Contrary, no."

The chairman will do wisely if he employs both forms, using each according to circumstances—the longer when he desires to give time for consideration, and the shorter when he wishes to expedite business.

It is important that the chairman should read and speak in clear and firm tones. When conducting business, he should proceed with deliberation, giving an opportunity for debate or further debate should it be desired. He should stand up when it is necessary for him to speak to the meeting, and require others to be seated or remain seated, in order that he may be listened to with respect and attention. He must permit himself to be interrupted when "putting" a question, at any time up to the moment when he has taken the

vöte according to the voices, by any one desiring to continue the debate, resuming the chair in the meantime.

Although it is not the duty of the chairman to ask if there are any amendments or invite debate, he may do so if he deems it advisable. Occasions arise when the chairman recognizes that the attitude of the meeting is one of indecision. On such occasions he will do well if he proceeds slowly, so as to induce debate. A tactful chairman can do much, without giving offence, to encourage those who are diffident and discourage others who are too loquacious, for he is allowed a wide discretion in the conduct of a debate.

The rule, however, is that the chairman shall "put" the question so soon as a member has resumed his seat, unless another member rises to address the meeting.

When the chairman is a member of the body or organization constituting the meeting, and wishes to debate a question, he should vacate the chair, after arranging the appointment of an acting-chairman, unless a deputy chairman has been already appointed or elected.

PUBLIC MEETINGS

A PUBLIC meeting is usually called by advertisement. When assembled, its first duty is to elect a chairman.

It frequently happens that a chairman has been selected by the promoters of the meeting, and, his name having been mentioned in the advertisement calling the meeting, he takes the chair. This method has much to recommend it, but it does not take away from the meeting the right to elect some other person as chairman. This right is indisputable, and may be easily enforced ; for the proposed business cannot proceed if a majority of those present are opposed to the chairman.

Public meetings are often presided over by a mayor or other public officer by virtue of his official position ; but this does not affect the right of the meeting to elect a chairman should it see fit to do so. In such event, a motion, " That Mr. (or Mrs.) — be the chairman of this meeting," must be proposed, seconded, and agreed to by a majority of those present.

The chairman having taken the chair, the order of business, unless otherwise ordered by the meet

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ing, is the order in which the questions to be discussed are presented by the promoters of the meeting.

As public meetings consist of an unlimited number of persons, a quorum is not necessary for the transaction of business. The meeting begins when the chairman takes the chair, and ends when he leaves the chair, irrespective of the number of persons who may be present.

On taking the chair, the chairman^d disposes of any formal matters that require attention; and calls upon one of the promoters of the meeting, or some other person appointed for the purpose, to move a motion. A motion, having been proposed and seconded, is open to amendment and debate; and the vote thereon is ascertained by a show of hands, should the chairman's opinion, given in accordance with the voices, "aye" and "no," be disputed. The meeting proceeds in this manner until all the business is dealt with or the meeting adjourned. (See DEBATE.)

As the proceedings at public meetings are more or less irregular, according to Parliamentary Practice, it not infrequently happens that the chairman is required to deal, at the same time, with a motion, an amendment and several further amendments. This often leads to confusion. A simple and effective way of dealing with such a problem is for the chairman to *deal first with the original motion*; and, if that is negatived,

to present the amendments to the meeting in the order of priority in which they are received by him. Such amendments, so called, are often separate motions, and should be treated as such. They are equivalent to striking out all the words after the first word and substituting other words.

In Parliament, amendments of this nature are dealt with as follows: The Speaker states the question thus: "The original question was (reads the original motion). Since when it is proposed, by way of amendment, to strike out all the words after the word 'That' (the first word) for the purpose of inserting the following words (reads the words of the amendment). The question now is, 'That the words proposed to be struck out shall stand part of the question'" (meaning the original motion).

Should it be found when the vote is taken, that the "ayes have it," the words of the original motion stand (they have been agreed to), and cannot be further amended. All other proposed amendments of the original motion are therefore rejected.

The chairman of a meeting is therefore acting in accordance with Parliamentary Practice, although employing a different method, when he "puts" the original motion first. (See **MOTIONS AND AMENDMENTS.**)

Should it be found when the vote is taken

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that "the noes have it," the meeting has resolved that the words of the original motion shall not stand. They are therefore struck out, the words of the amendment become the motion, and are dealt with in the same manner as the original motion.

It has become a custom to some extent, in dealing with amendments of the nature just described, to "put" the amendments first, and to keep back the motion until all such amendments have been disposed of.

The disadvantages of this procedure are serious, as a little reflection will show. A majority of the meeting may be in favour of the motion, and, if a vote were taken, that part of the business would be finished. As, however, there is no limit to the number of amendments that may be moved, it follows, if amendments such as those referred to are to be given precedence, that a minority of the meeting may obstruct the progress of business and prevent a decision being given in regard to the original motion, the purpose for which the meeting was convened.

It is not easy to change a practice when it has been, rightly or wrongly, established by custom. The chairman may, therefore, expect his action to be objected to when he proceeds, as suggested, to deal first with the original motion; but a statement that he is acting in accordance with Parliamentary Practice should be sufficient to meet

this objection. If necessary, he can explain the position to the meeting, and take a vote as to whether it prefers to deal first with the motion or with the amendment.

MEETINGS OF ORGANIZED BODIES

PARLIAMENTARY Practice can be more fully used in meetings of Municipal Councils and other Local Governing Bodies, Friendly Societies, Labour Organizations, Sports Associations, Debating Societies, and Conferences of Delegates, than it can be employed in public meetings.

Members^{of} of these organizations, who meet regularly, soon become familiar with any form of procedure that may be adopted. It is desirable, therefore, that it should be the best which can be devised.

The methods generally employed will be seen, on examination, to be based to some extent on Parliamentary Practice: but they are often very imperfect, and the members consequently acquire erroneous ideas and impressions which are difficult to correct.

A newly-elected member of Parliament has to spend a good deal of the time of his first session in learning the forms and procedure of the House, but he has an advantage over another who has incorrectly learnt it at meetings he has attended.

These remarks may be regarded as a digression,

but they are made with a view to bring about a reform ; to condemn inferior practices by advocating a better one. A man does not use a meat-chopper to cut down a tree, if he is able to obtain an implement more suitable for that purpose.

Parliamentary Practice is the best procedure that exists, and the application of it at meetings of any organization will be a good education for the members.

Organized bodies, properly constituted, are governed by the rules of the organization, and the rules provide, amongst other things, the smallest number of members who must be present at a meeting when business is being transacted. This number is known as "a quorum."

If, at any time, attention is drawn to the fact that less than a quorum is present, the chairman should take down the names of those present (having satisfied himself by a count that they are in number less than a quorum) and declare the meeting adjourned without "putting" any question to the meeting.

A quorum being present at a meeting, the chairman takes the chair, and the order of business is usually as follows : The minutes of the previous meeting are read and confirmed ; or, if incorrect in any respect, they are amended ; and, as amended, confirmed by the meeting, and signed by the chairman. Formal business is then disposed of, correspondence read and dealt with,

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and motions of which notice has been given are considered. The rest of the business is taken in the order in which it is set down on the Order Paper, and, when there is no Order Paper, in the order that it is presented by the chairman.

No debate can take place on any question until a motion has been proposed and seconded, and the motion has been read to the meeting and a question "stated" thereon by the chairman. (See MOTIONS AND AMENDMENTS.) Until this has been done, only the mover and seconder of the motion have the right to speak, and their speeches should be in support of the motion.

MOTIONS AND AMENDMENTS

MOTIONS.

UNLESS leave be asked for and granted by the meeting, no motion can be considered until notice of it has been previously given; but this rule does not apply to motions in connection with business that the members of the organization have met to consider.

Notice is given by a member, at a meeting held previously to the meeting at which he intends to move the motion, by reading out the motion and handing a copy, signed by himself, to the chairman.

A motion may be defined as—A formal proposal made in a deliberative assembly. It should commence with the word "That," and be of an affirmative character—that is, it should endeavour to declare positively the will of the meeting.

The chairman must "state" question to the meeting in respect to every motion that is moved and seconded (before it is debated), and, when the debate thereon is finished, or there is no debate,

he must "put" the question to the vote in the same words that he used when stating it for the information of members.

When a motion has been moved and seconded, the chairman "states" the question thus: "The question is" (reads the words of the motion). Until a motion has been seconded, the chairman does not deal with it, except to ask, when necessary, "Does any member second the motion?" A motion that is not seconded lapses.

In Parliament the Speaker is said to "propose" a question when he states it for the information of members, the purpose of "proposing" a question being to let the House understand clearly the subject to be considered and the question on which it shall be called upon to vote.

The Speaker is said to "put" the question when he proceeds to take the vote thereon. He "puts" the question in this manner: "The question is (reads the words of the motion). As many as are of that opinion will say, 'aye.' As many as of the contrary opinion will say, 'no.' He may use the shorter formula if he so desires: "Those in favour say, aye." "Contrary, no."

Having taken the voices "aye" and "no," the Speaker declares, according to his opinion, "the ayes have it" or "the noes have it." If this opinion is not challenged, it is accepted as final.

The opinion of the Speaker is challenged in

what appears a rather rude manner to those who hear it for the first time. The Speaker declares "the ayes have it," whereupon a member who has given his voice with the "noes" shouts, "The noes have it." This looks like giving the Speaker the lie direct, but he accepts the contradiction in a proper spirit.

When the opinion of the Speaker is challenged, he "puts" the question a second time, nominates members to act as "tellers," a division is taken, and the question is determined according to the votes given for or against it. (See DIVISIONS.)

The Speaker "proposes," or, in other words, "states" the question, whenever requested to do so, for the information of members, and as often as he considers it necessary. Repetition in such cases is useful; for it emphasizes the meaning of the question, and discloses its true intention. He "puts" the question once only—that is, when he takes the voices "Aye" and "No"—except when a division is called for.

The difference between "stating" a question and "putting" a question has been referred to in a previous chapter; but, as it is an important one, it is here restated for the sake of emphasis. When necessary, the chairman should explain the difference; and make it clear that, in "stating" the question, he is not preventing an opportunity being given for debate.

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Any question may be agreed to or negatived. It is said to be "negatived" when a majority votes against it. A question may also be reconsidered on a motion to that effect being agreed to, or by leave to do so being granted by the meeting.

A motion of a comprehensive character may be found, on examination, to contain more than one proposition, or it may be of a complicated nature. In such cases the chairman should explain to the meeting that it is necessary to divide the motion into parts, show the manner in which he proposes to divide it, and declare his intention to "put" it first in parts and afterwards as a whole.

Whenever requested to do so, the chairman should "put" a motion in such parts as may be desired by the meeting, the rule being that complicated questions may be so divided.

Motions and amendments that are of some length should be in writing, and signed by the mover. When stated verbally, they should be written down, and read to the meeting by the chairman.

When a motion has been moved and seconded, and a question thereon "stated" by the chairman, it is deemed to be in possession of the meeting, and cannot be withdrawn without leave to do so being granted. In Parliament such leave must be unanimous, and a single "no" is there-

fore a refusal. This practice is one that offers opportunity for frivolous or vexatious obstruction, and we think it can be improved. We suggest that, when leave is opposed, the chairman should take a vote, and decide according to the will of the majority.

Generally speaking, any motion may be amended ; but there are certain formal motions which are an exception, such as—

That the chairman do now leave the chair.

That the meeting do now adjourn.

But when a motion to adjourn fixes a time or place for the next meeting, the time and place mentioned may be amended.

AMENDMENTS.

An amendment may be defined as—An alteration made, or proposed to be made, in a motion.

A motion may be amended in several ways—

- (a) By striking out words ;
- (b) By inserting words ;
- (c) By striking out certain words and substituting other words ;
- (d) By adding words to the motion ;
- (e) By striking out all the words after the first word ("That") and substituting other words dealing with the same subject.

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The chairman must "state" a question to the meeting in respect to every amendment that is moved and seconded.

When more than one amendment is proposed to a motion, the chairman deals with the amendments one at a time, in the order in which they affect the words of the motion, commencing at the first word.

An amendment affecting the first word of the motion takes precedence over all other amendments; while an amendment that deals with, say, the fourth word takes precedence over one dealing with the fifth and subsequent words, and so on to the end of the motion.

An amendment cannot be made in any part of a motion that precedes a part that has already been amended. It is necessary, therefore, that members should see that their amendments are received by the chairman in their proper order.

When an amendment has been moved, and it is found that a member desires to move a prior amendment, the practice is for the mover of the amendment then before the meeting, by courtesy, to withdraw his amendment for the time being, but he cannot be compelled to do so.

The manner in which motions and amendment are disposed of, according to Parliamentary Practice, can be best explained by means of

An Illustration.

Let us suppose that a motion has been moved

by a member, and he has spoken in favour of it, the motion being as follows :

“That the more important proceedings a meetings of this organization shall be carried on in accordance with Parliamentary Practice.”

A member seconds the motion and speaks in support of it ; or merely seconds the motion, reserving his right to speak later on.

The chairman “states” the question. He rises from the chair, and says, “The question is” (reads the motion). If there is no debate he “puts” the question forthwith in these words :

“The question is (reads the motion). As many as are of that opinion will say, aye. As many as are of the contrary opinion will say, no.” He decides the question according to the voices or the votes, as the case may be.

For the purpose of this illustration we will assume that a debate takes place, and that a member moves an amendment (*a*). He moves to strike out the words “more important.” On the amendment being seconded, the chairman “states” the question :

“The original question was (reads the motion). Since when it is proposed, by way of amendment, to strike out the words ‘more important.’ The question is, that the words proposed to be struck out shall stand part of the question.”

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The debate continues, and, when it is finished, the chairman "puts" the question. In doing so, he repeats the words he has used in "stating" the question, and adds :

"As many as are of that opinion will say, aye. As many as are of the contrary opinion will say, no."

He declares according to the voting whether "the ayes have it" or the "noes have it." Should it be found that "the ayes have it," the words "more important" are not struck out. They stand, and cannot afterwards be altered; nor can any previous part of the motion be now amended. If it be found that "the noes have it," the meeting has resolved that the words "more important" shall not stand, and they are struck out of the motion by the chairman. We will assume that the words "more important" are struck out.

The same or another member then rises, and moves a further amendment (*b*). He moves that the words "in future" be inserted after the word "shall." The procedure is the same in regard to further amendments as to the first amendment. But the chairman, in order to avoid a repetition that is unnecessary and tiresome, uses this formula :

"An amendment is proposed to insert the words 'in future' after the word 'shall.' The question is, that the words proposed to be inserted shall be so inserted."

Should it be found that "the ayes have it," the meeting has resolved that the words "in future" shall be inserted, and they are inserted in the motion by the chairman. If it be found that "the noes have it," the words are not inserted. We will assume that the words are inserted:

A member then moves a further amendment (c) He moves to strike out the words "carried on" with a view of substituting the word "conducted." The chairman "states" and "puts" the question in this manner:

"An amendment is proposed to strike out the words 'carried on' for the purpose of inserting, in lieu thereof, the word 'conducted.' The question is that the words proposed to be struck out shall stand part of the question."

If it be found that "the ayes have it," the words "carried on" stand, and the amendment is lost. Should it be found that "the noes have it," the meeting has resolved that the words "carried on" shall not stand, and they are struck out by the chairman. There is now a blank space in the motion, and the chairman "puts" another question:

"The question is, that the word proposed to be inserted shall be so inserted."

This question being agreed to, the word "conducted" is inserted in the motion by the chairman; but, should it be negatived, the word is not inserted, and another word or other words,

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when agreed to, may be inserted in place of the words struck out. We will assume that the word "conducted" is inserted.

An amendment (*d*) is then proposed by a member, who moves to add, at the end of the motion, the words "as explained by John Rigg in 'How to Conduct a Meeting.'"

As words proposed to be inserted may be amended in the same way as a motion, another member moves to insert in the words proposed to be added, and before the words "How to Conduct a Meeting," the words "his book entitled." On this question being agreed to, the chairman inserts the words, and "puts" this question to the meeting :

"The question is that the words proposed to be inserted, as amended, be added to the motion."

Should this question be negatived, the words are not added, but if it be agreed to, the words are added to the motion by the chairman. We will assume that the words, as amended, are added.

There being no further amendments moved, the chairman reads the motion, as amended, to the meeting : The motion, as amended, is as follows :

"That the proceedings at meetings of this organization shall, in future, be conducted in accordance with Parliamentary Practice as explained by John Rigg in his book entitled 'How to Conduct a Meeting.'"

The chairman then "puts" the question: "That the motion, as amended, be agreed to."

This question, like all other questions, may be agreed to or negatived. If negatived, the motion is lost; but, if it be agreed to, that part of the business which is covered by the motion is concluded. We will assume that the motion is agreed to.

By means of this illustration, we have seen a motion finally disposed of after it has been amended in four different ways—that is to say, (a) by striking out words, (b) by inserting words, (c) by striking out certain words and substituting other words, and (d) by adding words. There remains only one other way (e) in which a motion can be amended.

A motion may also be amended by striking out all the words after the first word ("That"), with a view to substituting other words.

The mover of such an amendment (e) should read to the meeting the words he proposes to insert (if the words of the original motion be struck out), and give reasons in support of his amendment. On the amendment being seconded, the chairman "states" the question in the manner previously explained in the illustration:

"The original question was (reads the original motion). Since when it has been moved, by way of amendment, to strike out all the words after

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the word 'That,' for the purpose of inserting in lieu thereof the words (reads the amendment). The question now is, that the words proposed to be struck out shall stand part of the question."

Should it be found, when the question is "put," that "the ayes have it," the words stand; and they cannot afterwards be amended, except by adding words to them. If "the noes have it," the words are struck out by the chairman; and he "states" another question to the meeting:

"The question is, that the words proposed to be inserted shall be so inserted."

The words of the amendment are then subject to amendment in the same manner as the words of the original motion, and they may be agreed to or negatived. They may be amended, and, as amended, agreed to or negatived. When agreed to, or agreed to as amended, they are inserted in the place of the words of the original motion, and cannot be further amended, except by adding words to them. If it be the desire of the meeting to amend words proposed to be inserted, it must amend those words before they are inserted.

When the words proposed to be inserted are negatived, there is nothing before the meeting; and another motion may be moved.

By this method of amendment (c) a motion may be rejected; and one that is entirely different

may be substituted for it, and agreed to by the meeting.

The simplest way of dealing with an amendment of this kind is to treat the motion and the amendment as two separate motions, and deal with the original motion first, as suggested in the chapter, PUBLIC MEETINGS. But a difficulty sometimes occurs when a motion and an amendment (*e*) are proposed; neither of which, as a whole, meets with the approval of the meeting; for both, in its opinion, require amendment. On such an occasion, the chairman should proceed in accordance with Parliamentary Practice.

The suggestion that the motion should be first dealt with, is made solely for the purpose of public meetings, where the proceedings are generally conducted with as little formality as possible. It is a "rough-and-ready" way of despatching the business; not, by any means, a perfect one; but certainly better than the custom of dealing first with all amendments, irrespective of their nature, and holding up the original motion until the amendments have been disposed of.

In Parliament, in such a case, the Speaker, in order to test the feeling of members as to the motion and the amendment, takes the first few words of the motion and "puts" the question: "It is proposed to strike out these words (reads the words) for the purpose of inserting other words. The question is, that the words proposed to be

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struck out shall stand part of the question." If this question be agreed to, the words stand, the amendment is lost, and the remaining words of the motion are then considered. Finally, the Speaker "puts" the question: "That the motion (or, the motion as amended) be agreed to."

Should, however, the question, that the words shall stand, be negatived, the motion is lost; and the words of the amendment are considered in the same manner as if they were an original motion. When finally dealt with, the Speaker "puts" the question: "That the words proposed to be inserted (or, the words as amended) be so inserted."

The Parliamentary method of dealing with such amendments (e) is not readily understood by those who are introduced to it for the first time; but the members of a council or organization, which meets at regular intervals, soon understand and learn to appreciate it.

Any misunderstanding that may occur is usually due to the form in which the question is "stated" and "put"—namely, "The question is, that the words proposed to be struck out shall stand part of the question." This seems like putting the cart in front of the horse; because those in favour of the amendment have to vote "no." It has, however, this advantage: that whenever the meeting resolves that words shall stand, it makes progress.

The repetition of the word "question" may also lead to some confusion of ideas; but this objection can be met by employing a simpler form—such as: "The question is, that the words proposed to be struck out shall stand part of the motion" (or the amendment, as the case may be).

It is hoped that the illustration, previously given, may prevent any misunderstanding or confusion. In any case, the member voting cannot give his vote in error if he remembers that, in voting "aye," he is voting for the motion; and, in voting "no," he is voting for the amendment.

A DIRECT NEGATIVE.

The question as to whether or not an amendment can be moved, which is a direct negative of the motion, is one to be decided by the chairman; for each such amendment must be considered on its merits.

Let us suppose, by way of illustration, that the following motion is before the meeting: "That the matter be referred to a committee"; and an amendment is proposed to insert the word "not" after the word "be," so as to make the motion read: "That the matter be *not* referred to a committee." In this case the chairman should refuse to accept the amendment and explain that the object of the amendment may be attained by voting against the motion.

Suppose, again, the motion to be: "That Party

Government is the best form of Government " and an amendment is moved to insert the word "not" after the word "is," so as to make the motion read: "That Party Government is *not* the best form of Government." In this case the chairman should accept the amendment in order to give the meeting an opportunity of emphasizing its opposition to party government. A vote against the motion may simply mean that the meeting declines to express an opinion on the subject.

DIVISIONS

ANY member who does not agree to the opinion of the chairman that "the ayes have it" or "the noes have it" may call for a division on the question.

In public meetings, the custom is for the chairman to call for a show of hands of those who intend to vote for and against the question ; and to declare the result according to the vote of the majority.

In meetings which comprise a small number of members—such as, Councils, Boards, and Committees of Management (when it is necessary to have the voting recorded in the minutes of the proceedings)—the best method of taking a division is to call the roll of the members present and to require each member to give his voice, "aye" or "no."

In larger meetings—such as, conferences of delegates and general meetings of societies or similar organizations—a convenient and accurate way to take a division is for the chairman to ask those voting "aye" to stand up, and to remain standing until they are counted. Then to invite those voting "no" to do likewise. It is necessary,

however, that two tellers (one chosen from amongst those who intend to vote "aye" and the other from those who intend to vote "no") should be appointed by the chairman to count the voters, and hand to him the results in writing.

This method of taking a division was frequently employed at meetings of the Labour Unity Congress, held in Wellington, New Zealand, in the month of July, 1913; when on one occasion 346 delegates voted on a certain question. It was proved to be a quick and reliable method.

In Parliament, where division lobbies are provided, the Speaker orders "the ayes to go to the right" and "the noes to the left"—the "ayes" lobby being situated on his right hand, and the "noes" lobby on his left hand. The members in voting pass into their respective lobbies, and their names are recorded as voting for or against the question.

This Parliamentary method of dividing a meeting is sometimes attempted in places where there are no division lobbies. The chairman orders the members voting "aye" to go to the right and those voting "no" to go to the left—meaning the side of the room which is on his right hand, and the side on his left hand. This method, which necessitates members crossing over from one side of a room to the other side of it, cannot be recommended, as it invariably creates confusion and leads to mistakes.

When a division has been taken the chairman reads to the meeting the number of members who have voted "aye" and the number who have voted "no," and declares, according to the majority, whether "the ayes have it" or "the noes have it." When the numbers are equal, he gives a casting vote.

DEBATE

A **DEBATE** may be defined as—A discussion that takes place upon a question submitted for consideration to a deliberative assembly; and a member may be said to debate a question when he addresses himself to the chair in order to discuss a question so submitted.

As a rule, any motion or amendment may be debated; but there is an exception to the rule. Formal motions—such as, That the chairman do now leave the chair, or, That this meeting do now adjourn—cannot be debated.

As previously mentioned, the motion for adjournment may be amended if a time or place is mentioned in the motion. Now, as any amendment may be debated, it follows that a debate may take place on an amendment to a motion to adjourn, when an amendment naming another time or place is before the meeting. The debate, however, must be strictly limited to the time and place.

The rules of debate are set out in Part II hereof (**STANDING ORDERS AND RULES**), but there are some which require explanation.

DEBATE INTERRUPTED.

Any debate may be adjourned; or a debate may be interrupted (that is to say, it may be stopped for a short period) for any good reason—such as to enable the chairman to make necessary announcements, or in order that the meeting may consider a matter that is urgent. When more time is required, the debate on the motion then before the meeting should be adjourned.

A debate may also be interrupted by a question of order; and the practice is, that the member who raises the point of order shall be allowed to explain it before the chairman gives his ruling; for the ruling of the chairman, when given, is final for the time being.

Any ruling of the chairman may be objected to, but the objection must be made in a proper manner. A motion should be moved, "That the ruling of the chairman (state the ruling) be disagreed to"; and, when time permits, notice should be given of the motion.

When a question of order arising out of a debate has been disposed of, the debate is resumed at the point where it was interrupted.

DEBATE SUPERSEDED.

A question that is being debated may be super-

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seded (that is to say, it may be set aside, or other business may take its place)—

- (a) By a motion, "That the meeting do now adjourn."
- (b) By a member calling attention to the fact that a quorum is not present.
- (c) By a motion being agreed to, "That the meeting proceed to consider the next business."
- (d) By the Previous Question.

THE PREVIOUS QUESTION.

This is a form of Parliamentary procedure seldom used and little understood.

It sometimes happens, after a motion has been debated, that the House is of opinion the question is one in regard to which it should not give a decision. In such a case, the mover of the motion may ask for leave to withdraw it; and, leave being granted,¹ the motion is withdrawn. But a difficulty occurs when the mover of the motion refuses to ask leave to withdraw, and provision has to be made to meet it. This provision is embodied in "the Previous Question."

Any member who has not yet spoken to the motion may rise in his place and say, "I move the Previous Question"; and proceed to debate the original motion in the same manner as if he had not moved the Previous Question. When

the member has resumed his seat, the Speaker says, "the Previous Question has been moved," and asks, "Is the motion seconded?" If the motion is not seconded, it lapses; but, on its being seconded, the Speaker "states" the question in this form—which is the form used in the House of Commons:

"The question is, 'That *that* question be not now put.'"

In speaking of "that question," the Speaker is referring to the question of the original motion; for he has now two motions before him—(1) the original motion, and (2) the motion of the Previous Question. If we were to use the words "this" and "that" to distinguish these two motions one from the other, we should speak of the last moved motion as "this motion," and the original motion as "that motion," and so the Speaker, in putting the question, "That *that* question be not now put," emphasizes the second "that" in order to show clearly that he is referring to the question connected with the original motion, and not to the motion, "the Previous Question."

Although the motion, "the Previous Question," takes the place of the original motion for the time being, it does not (until it has been agreed to) otherwise affect it. The debate on the original motion is continued as if the motion for the previous question, was not before the meeting; and, when the debate is concluded, the Speaker

puts the previous question to the vote in these words: "The question is, that *that* question be not now put."

Should it be found when the vote is taken that "the ayes have it," the House has resolved that the original motion shall not be put to the vote, and it proceeds with the next business. If, on the contrary, it be found that "the noes have it," the House has resolved that the original motion *shall* be put to the vote; and it is put accordingly, without further amendment or debate.

The Previous Question can also be moved when the House is in Committee, but it cannot be "put" on an amendment. The amendment must first be dealt with, and, when disposed of, the question is "put"—"That *that* question (the question of the original motion, or the original motion as amended) be not now put."

The motion, the Previous Question, is not open to amendment; but the debate on it, like the debate on any other question, may be adjourned. It may also be superseded by a motion to adjourn.

The sole object of the Previous Question being to withdraw a motion (after it has been debated) which the mover ~~refuses~~ refuses to withdraw, its object is achieved when "the ayes have it." The original motion is not, however, finally disposed of. It stands in the same position as a motion which has lapsed, or one which has, by leave being

granted, been withdrawn. (See STANDING ORDERS AND RULES.)

If it were the desire of a meeting simply to get rid of an awkward question it could adjourn, or members could walk out of the room so as to leave less than a quorum present, or the meeting could resolve to proceed with the next business; and, in such a case, the original motion would lapse. But such methods have the effect of preventing or stopping debate.

The Previous Question is free from that disadvantage; for a debate can take place, or continue in the same manner as if "the Previous Question" had not been moved.

The other methods referred to, also, prevent the meeting from voting on a question, while "the Previous Question" does not do so. A majority must first, however, vote against "the Previous Question."

LIMITATION OF DEBATE

IN order to check unnecessary debate, or to put an end to organized obstruction on the part of a minority, Parliaments have been compelled to make rules to limit debate. Some have fixed a time-limit, while others have adopted the closure of debate. Others again use both the time-limit and the closure. The House of Representatives in New Zealand has by resolution fixed a time-limit for speeches, while the Standing Orders of the Legislative Council provide for the closure in this form: "That the Council do at once divide upon the question in debate."

For the purpose of deliberative assemblies, other than parliamentary, it may be advisable that both methods of limiting debate should be provided; for circumstances may arise when the time-limit in itself will be found insufficient.

THE TIME-LIMIT.

The time-limit is, undoubtedly, a less drastic method of limiting debate than the closure; for the reason that it merely limits the time allowed to a member in which to debate a question;

while the closure stops all debate, and thus may take away the right of a member to speak to a question.

In the House of Representatives a member is allowed to speak for one hour when debating the Financial Statement and the Address in Reply. On other questions, which are regarded as minor questions, the mover of a motion is permitted to speak for one hour in introducing the motion, and for half an hour in reply when closing the debate, any other member being limited to half an hour.

A shorter time-limit (ten minutes) is used when the House is in Committee, and the number of times a member may speak to the same question is limited to four. There is no time-limit in the Legislative Council.

Where the rules of an organization do not provide a time-limit, a resolution of the meeting is necessary before one can be enforced; and its restrictions must be stated in the resolution.

At the Unity Congress of 1913, two different time-limits were used—one of ten minutes for the mover of a motion and five minutes for his reply, while other delegates were limited to five minutes each; the other of five minutes and three minutes for the mover and three minutes only for any other delegate.


The longer time-limit was allowed on questions that were considered specially important, and

the shorter time-limit on questions of less importance—it being left to the discretion of the chairman to decide when the long or the short time-limit should be in operation. This method worked smoothly during the ten days on which the Conference met, and enabled a great deal of business to be done in that time; but the question as to whether such a discretion should be given to a chairman is, of course, one that is open to argument.

The whole question of a time-limit and its application is, however (unless otherwise provided for), one for consideration and decision by the meeting.

THE CLOSURE.

This is a rather harsh method of limiting debate, and is one that has been greatly developed in recent years in the Imperial Parliament.

The ordinary form of closure used in the House of Commons is: "That the question be now put."

This closure is limited in so far that it cannot be moved in certain cases without the consent of the Speaker, and at least one hundred members must vote "aye." There must also be a majority before it can be enforced.

A spécial form of closure is that of "closure by compartments," popularly known as "The Guillotine." This is brought into operation by

resolution of the House, and is used when a Bill is in Committee, or on the report stage of a Bill. A schedule of dates and times having been agreed to within which certain parts of a Bill, and the Bill itself, must be disposed of by the Committee, the closure, as these periods expire, comes into operation automatically; it descends suddenly, so to speak, and cuts the head off any further debate. Hence its name.

Still another form of this closure is known as "The Kangaroo." This is also used when the House is in Committee on a Bill. In accordance with resolution, certain parts of a Bill are closed while other parts are not closed; and the closure jumps from one part of a Bill to another part of it, thus resembling in its progress the movements of the Australian marsupial.

The use of the ordinary form of closure is well understood by members of Labour organizations, and it is frequently employed by them in this form: "That the question be put."

They have found, no doubt, that ~~the~~ closure is a necessity. It cannot be denied, however, that its application sometimes does an injustice to members who have not had an opportunity to speak in the debate.

A too-frequent use of the closure should always be avoided; for a minority has its rights as well as a majority. The application of what is known as "the gag" is resented, and rightly so, by British

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people, who look upon it as an infringement of the right of freedom of speech and of individual liberty. These rights are, however, safeguarded to some extent.

The motion for the closure can be negatived. It can only be enforced by the will of the majority.

BREACHES OF ORDER

ORDERLY conduct is essential to the proper consideration and despatch of business, and it is the duty of the chairman of a meeting to maintain order.

In Parliament, a member is held to be guilty of contempt when he—

- (a) Refuses to vote when a division is taken.
- (b) Uses objectionable words and does not explain or retract them, or offer a satisfactory apology.
- (c) Disobeys any lawful order.
- (d) Wilfully or vexatiously interrupts the orderly conduct of business.

When a charge has been made against a member that he has committed a breach of the Standing Orders, or that he has disobeyed an order of the Speaker or the Chairman of Committees, or that he has improperly conducted himself in connection with any matter which has arisen in debate; he is allowed to hear the charge stated, and a motion made in regard to the offence. He is then given an opportunity to make an explanation, and, having explained, withdraws from the chamber.

A member adjudged guilty of contempt is censured by the Speaker, and the censure is recorded in the Journals. He may also be fined in a penalty not exceeding £50, and, in default of payment, may be imprisoned for a period not exceeding fourteen days.

Order is enforced in a very simple manner in a public meeting. The chairman, if necessary, calls on the police to assist him, and the offender is promptly ejected.

This method of enforcing order may be used in other assemblies, but it is not desirable that it should be employed when other means are available. Parliamentary Practice can be adopted in a form that will give the chairman sufficient powers.

Provision can be made in the Standing Orders and Rules of any organization that a member declared by the Chairman to be guilty of disorderly conduct shall, on motion made and agreed to, be punished—

- (a) By being ejected from the meeting ;
- (b) By being suspended for a fixed period from attendance at meetings, or until he offers a satisfactory apology ;
- (c) By being fined ;

and disorderly conduct can be defined as—

- (a) Refusing to vote ;

- (b) Using objectionable words, and refusing to withdraw them or offer a satisfactory apology ;
- (c) Wilfully disturbing the orderly conduct of business ;
- (d) Disobeying an order from the chair.

Such a provision should be sufficient to meet the requirements of an ordinary occasion ; for, in case of serious disorder, the power of the law can be invoked and the offenders punished in accordance with the provisions of "The Justices of the Peace Act."

Disorder sometimes occurs through the bias or incompetence of a chairman, and, in such a case, the remedy is to get rid of that chairman and appoint or elect another. This can be done by a direct vote of no-confidence.

Should the chairman prove to be an unprincipled person, it is probable that he will refuse to accept such a motion ; but, in so doing, he will condemn himself. His refusal will show that he is afraid to test the feeling of the meeting and place himself in the hands of the majority.

In any case a chairman cannot conduct the business of a meeting unless he has the assistance of a majority of those present.

COMMITTEES

COMMITTEES OF THE WHOLE.

ANY meeting may, on motion agreed to, resolve itself into a committee of the whole of the members.

This procedure is in accordance with Parliamentary Practice, where the Speaker "puts" the question, "That I do now leave the chair in order that the House may go into Committee for the purpose of" (stating the purpose), and, the question being agreed to, leaves the chair. The Chairman of Committees, by virtue of his office, presides over the Committee, exercises the powers of the Speaker, and, like the Speaker, has a casting vote only.

In other assemblies the chairman does not leave the chair. He conducts the business as in open meeting.

The principal object of going into Committee is to enable the members to discuss more freely the matter referred to them and its details. To enable them so to do, the ordinary forms of procedure are modified to this extent: that a member may speak more than once to the same question;

that a motion or an amendment does not require to be seconded ; and that the proceedings are not reported.

The Committee of the Whole can often be usefully employed ; and especially, when drafts containing a large number of paragraphs have to be considered. The paragraphs can then be taken *seriatim*, and reconsidered as often as desired before being agreed to or negatived as a whole.

SELECT COMMITTEES.

Select or Special Committees may be set up to consider and report on some particular matter.

Municipal Councils have Standing Committees (as in Parliament) which meet regularly, to which certain matters are referred before being finally considered by the Council, and similar committees may be set up by any other organization.

Any matter may, on motion agreed to, be referred to a Select or Special Committee for consideration and report. The motion setting up the committee names the members whom it is proposed shall constitute it, and includes among the names that of the mover of the motion. Such a motion is, of course, subject to amendment ; and the meeting may strike out any name or all the names proposed and insert others ; or, if three members rise and demand a ballot, an election must be held to provide the necessary number of members.

It is a Parliamentary rule that a Select Committee shall consist of not less than three and not more than nine members, of whom three shall form a quorum ; but this rule is sometimes suspended when the matter referred to the Committee is one of unusual importance.

The duty of a Select Committee is fulfilled when its chairman brings up his report. If the permanent chairman be a member of the Committee, he may preside at meetings should he care to do so ; otherwise the Committee elects its own chairman. The chairman of a Select Committee exercises a deliberative as well as a casting vote.

Reports of Committees of the Whole and reports of Select or Special Committees, when brought up, are dealt with by the members in open meeting.

PART II

STANDING ORDERS AND RULES

INTERPRETATION.

1. In these Standing Orders and Rules "Member" means any person present at a meeting who has a right to take part in the proceedings. "Rules" means these Standing Orders and Rules.

GENERAL CONDUCT OF BUSINESS.

2. The business of the meeting shall be conducted in accordance with these rules; and, in cases not provided for, the chairman shall decide, as far as possible, in accordance with the practice of the Imperial Parliament.

ALTERATION OR SUSPENSION OF RULES.

3. These rules may be altered on motion of which notice has been given at a previous meeting.

4. Any rule may be suspended on motion made with notice or by leave of the meeting.

ORDER OF BUSINESS.

5. The order of business shall be as follows :

- (1) Minutes, (2) Correspondence, (3) Questions,
- (4) Motions of which notice has been given,
- (5) Orders of the Day.

6. Any order of the Day may be postponed until other orders have been considered.

QUORUM.

7. The presence of not less than — members shall be necessary to constitute a meeting.

8. If a quorum is not present within half an hour of the time fixed for holding a meeting, the chairman shall declare the meeting postponed till further notice.

9. Should attention be called, at any time after the commencement of business, to the fact that a quorum is not present, the chairman shall order the names of those present (if less than a quorum) to be recorded, and shall adjourn the meeting.

ADJOURNMENT.

10. A meeting can be adjourned by its own resolution only, unless the chairman adjourns the meeting without putting any question.

ADMISSION OF STRANGERS.

11. On leave being granted by the meeting, strangers may be admitted ; but they must withdraw on being requested to do so by the chairman.

THE CHAIRMAN.

12. The President of this (organization) shall be its chairman.

13. The Deputy chairman (if any) shall preside in the absence of the chairman ; and, when neither is present, the meeting may elect an acting-chairman.

14. The Deputy or Acting chairman shall exercise the powers and authority of the chairman as provided for in these rules.

15. When the chairman finds it necessary to temporarily leave the chair, he may call on the deputy chairman, or, in his absence, another member to preside

16. All questions shall be "stated" or "put" to the meeting by the chairman ; and he shall declare, according to his opinion, whether "the ayes have it" or "the noes have it." Should a division be taken, he shall declare the result of the division to the meeting.

17. When the respective numbers recorded in a division are equal, the chairman shall give a casting vote.

18. The chairman shall exercise a casting vote only.

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19. Formal questions are "put" by the chairman without amendment or debate.

20. Order in the meeting is maintained by the chairman.

21. The chairman shall call to order any member attempting to speak a second time on the same question, unless he rises to explain a point of his speech that has been misunderstood. A member so speaking shall confine himself to the point that has been misunderstood.

22. The chairman shall rule out of order all matters that do not pertain to the question before the meeting or to the business of the meeting.

QUESTIONS.

23. Questions may be asked before the business of the meeting is commenced.

MOTIONS AND AMENDMENTS.

Motions.

24. Motions shall be of an affirmative character and commence with the word "That."

25. Motions shall be considered in the order in which they are placed on the Order Paper. If not moved when called on by the chairman, they shall lapse.

26. No motion bringing on a subject for discussion shall be considered unless notice has

been given, or leave to move it has been granted by the meeting.

27. Notice of motion shall be in writing and signed by the mover; and such notice shall be given at a meeting held previously to the meeting at which it is intended to move the motion.

28. Notice of motion may be given at any convenient time during the meeting.

29. A notice of motion that is of an objectionable or frivolous nature shall not be received by the chairman.

30. No notice shall be taken of any motion unless it is seconded.

31. When a motion has been moved and seconded, the chairman shall state a question thereon to the meeting, as follows: "The question is, that the motion be agreed to."

32. When a question has been stated by the chairman, the motion or amendment that is the subject of the question shall not, except by leave, be withdrawn.

33. When a motion has been rejected, no motion to the same effect shall be brought forward at the same meeting, unless leave be granted to do so.

34. A motion (or a motion as amended) that has been agreed to may, by resolution of the meeting, be reconsidered.

35. A motion withdrawn by leave may be moved again at the same or a subsequent meeting and a motion that has lapsed may be re-introduced

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36. The motion "That this meeting do now adjourn" cannot be amended, unless a time or place is mentioned in the motion, and the time and place only can be amended.

37. Any resolution or other vote of the meeting may be rescinded on motion made with notice being agreed to.

38. Formal motions (such as, "That the meeting do proceed to consider the next business," or "That the chairman do leave the chair") cannot be amended.

39. When a motion has been amended, the question is put, "That the motion, as amended, be agreed to."

Amendments.

40. A motion may be amended as follows :

- (a) By striking out words ;
- (b) By inserting words ;
- (c) By striking out certain words and substituting other words ;
- (d) By adding words to the motion ;
- (e) By striking out all the words after the first word ("That"), and substituting other words dealing with the same subject.

41. When the amendment is to strike out words, the chairman puts the question: "That the

words proposed to be struck out shall stand part of the motion (or amendment)."

42. When the question is to insert or add words, the question is put, "That the words proposed to be inserted (or added) be so inserted (or added)."

43. When the amendment is to strike out words in order to substitute other words, the question is put, "That the words proposed to be struck out shall stand part of the motion (or amendment)."

If this question is agreed to, the words stand and the amendment is rejected. If the question is negatived, another question is put by the chairman, "That the words of the amendment be inserted."

44. Amendments shall be dealt with by the chairman in the order in which they propose to amend a motion, commencing at the first word of the motion.

45. The part of a motion which precedes a part that has been amended cannot afterwards be amended, unless the motion is reconsidered as a whole.

46. A prior amendment (that is to say, an amendment which deals with a preceding part of the motion) cannot be moved unless the amendment then before the meeting is withdrawn.

47. An amendment which has been rejected cannot again be brought forward, unless leave to do so is granted.

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48. Any amendment may be reconsidered by resolution of the meeting.

49. No amendment can be moved to words which the meeting has resolved shall stand part of, be inserted in, or be added to a motion; but additional words may be added.

50. Amendments may be moved to a proposed amendment; and a proposed amendment may be amended in the same manner as a motion.

51. When amendments have been negatived, the original motion is put.

52. When amendments have been made, the original motion, as amended, is put.

53. Formal corrections rendered necessary by amendments may be made by the chairman or secretary.

DIVISIONS.

54. Any member who disagrees with the opinion of the chairman that "the ayes have it" or "the noes have it," may divide the meeting on the question.

55. Every member present at a division must vote.

56. If less than a quorum vote in a division the question on which the division has been taken shall be deemed to have lapsed.

57. Divisions shall be taken in such manner as shall be decided by resolution; and, when neces-

sary, "tellers" shall be appointed to conduct the division.

58. When confusion or error arises in connection with a division, the chairman may order another division to be taken.

59. A member wrongly counted in a division may require the numbers to be corrected, and the chairman shall make the necessary correction; but objection must be taken before the meeting deals with another question.

60. When a division takes place and the numbers of votes "Aye" and "No" are equal, the chairman shall give a casting vote and decide according to the majority.

61. The result of every division shall be declared by the chairman and recorded in the minutes.

DEBATE.

62. Order in debate is maintained by the chairman; and a member may, by motion, object to any ruling of the chairman.

63. Any question of order that may arise in debate shall be at once disposed of by the chairman.

64. When the chairman rises during a debate, a member then speaking or offering to speak shall sit down, and the meeting shall be silent, so that the chairman may be heard.

65. A member called to order by the chairman

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shall immediately sit down, unless allowed to explain.

66. A member desiring to speak shall rise in his place and address the chairman.

67. When two or more members rise at the same time to speak, the chairman shall call on the member who first "catches his eye."

68. A motion may be made without notice that any member who has risen "be now heard."

69. A member has the right to require the question to be read for his information at any time during the debate; but not so as to interrupt a member who is speaking.

70. Any debate may be adjourned.

71. The member on whose motion a debate is adjourned shall be entitled to be first heard when the debate is resumed.

72. The meeting shall fix a time when an adjourned debate shall be resumed.

73. A member may speak to a question before the meeting, or upon a motion or amendment to be moved by himself, or upon a question of order arising in debate; but not otherwise.

74. No member may speak to a question after it has been put by the chairman, and the voices "aye" and "no" have been given thereon.

75. While a meeting is dividing, members can speak only by permission of the chairman, and then only to a point of order.

76. No member may reflect on a vote of a

meeting, except for the purpose of moving that such vote be rescinded.

77. A member proceeding to speak a second time to the same question shall be called to order by the chairman, unless when explaining a point of his speech which has been misunderstood, and without introducing new matter.

78. The mover of a motion has the right to reply to the debate, and, after his reply, no other member can speak to the question. If the mover of the motion speaks to an amendment thereon, he loses his right of reply.

79. A member who has seconded a motion without speaking to it may speak at a later stage of the debate.

80. A member may not speak unless a question is before the meeting, except in moving or seconding a motion. He may, however, leave being granted by the meeting, explain matters of a personal nature, but such matters cannot be discussed by other members.

81. A reply is allowed to a member who has moved a substantive motion, but not to the mover of an amendment or the mover of "the Previous Question."

82. A motion to adjourn the meeting cannot be debated unless a time or place is mentioned in the motion.

83. Speeches made in debate are not recorded in the minutes.

Putting the Question.

84. The meeting may order a complicated question to be put in parts.

85. So soon as a debate is concluded, the chairman puts the question to the meeting.

86. In putting a question the chairman calls upon members to give their voices "aye" or "no." He then states whether, in his opinion, "the ayes have it" or "the noes have it," and, unless his opinion is agreed to, the question is determined by a division. All questions are decided by the vote of the majority.

DEBATE INTERRUPTED.

87. A debate may be interrupted by questions of order, by want of a quorum, by adjournment of the meeting, or for any reason that the meeting considers good and sufficient.

DEBATE SUPERSEDED.

88. A debate may be superseded—

- (a) By a motion, "That the meeting do now adjourn";
- (b) By a member calling attention that a quorum is not present;
- (c) By motion agreed to, "That the meeting proceed to consider the next business";
- (d) By "the Previous Question."

89. A debate which has been interrupted or superseded by want of a quorum, or by an adjournment of the meeting, may, by resolution or by leave, be resumed at the point where it was superseded.

"The Previous Question."

90. "The Previous Question" is put in this form: "That that question be not now put."

91. If "the Previous Question" is agreed to, the original motion lapses.

92. If "the Previous Question" is negatived, the original motion is put without further amendment or debate.

93. "The Previous Question" may be superseded by the adjournment of the meeting.

94. Until it is decided, "the Previous Question" prevents any further amendment of the original motion.

95. A debate on "the Previous Question" can be adjourned.

96. "The Previous Question" can be moved in committee.

LIMITATION OF DEBATE.

Time-limit.

97. The mover of a motion shall be allowed — minutes to introduce the motion and — minutes to reply to the debate thereon. No other member

shall be allowed to speak for more than minutes on any question.

The Closure.

98. A member may at any stage of a debate move "That the question be now put"; and, if such motion be seconded, it (the motion for closure) shall be put to the meeting without discussion so soon as the member then speaking has finished his speech. If the motion for the closure is agreed to, the question under debate shall be put by the chairman, without further discussion. If the motion for the closure is negatived, the debate shall be resumed at the point where it was interrupted.

BREACHES OF ORDER.

99. A member is guilty of a breach of order who—

- (a) Refuses to vote in a division ;
- (b) Uses objectionable words, and refuses to withdraw them or offer a satisfactory apology ;
- (c) Uses offensive words in reference to another member ;
- (d) Wilfully disturbs the orderly conduct of business ;
- (e) Disobeys a lawful order from the chair.

100. Any member who commits a breach of order may, on being declared by the chairman to be guilty of disorderly conduct, be punished, on resolution of the meeting,—

- (1) By being ejected from the meeting,
- (2) By being suspended for a fixed period from attending meetings; or until he offers a satisfactory apology,
- (3) By being fined.

101. In the case of a charge against a member of disorderly conduct, the charge shall be distinctly stated, and a motion made thereon. The member so charged shall then be allowed to make an explanation, if he desires to do so, before any penalty is inflicted. Having made his explanation, or on refusing to do so, the offending member shall retire from the meeting-room, and await the resolution of the meeting in regard to the charge.

102. Any member who objects to offensive words used in debate may move, "That the words be taken down"; and, if the motion is agreed to, the chairman shall direct the words to be taken down, or take them down himself. Objection must, however, be taken at the time when the words are used, and not after another member has spoken.

103. A member whose words have been so taken

down shall be deemed to be guilty of a breach of order.

104. Any member committing a breach of these rules (not otherwise provided for) shall be dealt with as the meeting by resolution may decide

COMMITTEES.

Committee of the Whole.

105. A committee of the whole meeting is set up by a motion agreed to, "That this meeting do now resolve itself into a Committee of the Whole."

106. The chairman in Committee of the Whole shall exercise a casting vote only.

107. These rules shall, as far as possible, be observed in a Committee of the Whole, except the rule limiting the number of times a member may speak to the same question, and the rule requiring a motion or amendment to be seconded.

108. All committees shall report to the open meeting; and members thereof shall adopt or otherwise deal with the report.

109. Speeches made in committees are not reported.

Select Committees.

110. A Select Committee may, by resolution, be set up to consider any matter specially referred to it.

111. A Select Committee shall consist of not less than three nor more than nine members, of whom one shall be the mover of the motion setting up the committee.

112. If, on a motion for a Select Committee, any three members rise in their places and demand a ballot, the committee shall be elected by ballot. When there is an equality of votes, the chairman shall decide by lot.

113. In all Select Committees three members shall be a quorum.

114. The first meeting of a Select Committee shall be held at such time and place as may be ordered by the chairman on the request of the member who moved for the appointment of the committee.

115. The mover of a Select Committee shall be its chairman, unless the Committee decide otherwise; but when the official chairman is a member of the Committee he may preside if he desires to do so.

116. The chairman of a Select Committee shall have deliberative as well as a casting vote.

117. Order is maintained in committees by the chairman.

118. Disorder in committees shall be reported to, and dealt with, by members in open meeting.

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